

Professional and Managerial Branch
Water Utilities Administration Group
Superintendent Series

INSTRUMENTATION CONTROL ASSISTANT SUPERINTENDENT

01/06 (AIS)

General Purpose

Under general supervision, supervise and coordinate day to day activities of personnel engaged in the maintenance and operation of water treatment and water/well production data acquisition, process control and telemetry infrastructure.

Typical Duties

Coordinate process control systems in accordance with federal, state and departmental requirements and procedures. Involves: Schedule regular, preventative and corrective maintenance of equipment and facilities and assist in system integration and upgrades. Monitor, troubleshoot and correct system deficiencies and report problems to supervisor. Respond to emergencies and determine remedial action. Directly supervise report preparation and submission to regulatory agencies. Assist in the development of departmental process control, instrumentation and telemetry standards.

Monitor instrument readings. Involves: Make required instrument adjustments including calibration, configuration and minor repairs including but not limited to flow meters, level measurement elements, pressure transducers, pH meters and motor operated valves. Maintain inventory of spare parts and consumables for all types of instruments in the system to effect adjustment, calibration and repair. Maintain master database listing of each instrument and other system devices including unique tag names, location and other necessary information. Extract instrument data needed for reporting requirements. Supervise and complete database input for reporting requirements. Prepare daily activity reports and logs using specialized software, as necessary. Prepare required administrative reports.

Supervise assigned staff. Involves: Schedule, assign and review operational and procedural activities. Prioritize, adjust and coordinate division activities to meet unforeseen scheduling changes or emergencies. Instruct, guide and check work. Appraise employee performance. Provide training and development. Review and enforce occupational health and safety rules and regulations. Issue safety equipment. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills and Abilities

- Considerable knowledge of telemetry and process control systems concepts and utilization methods.
- Considerable knowledge of related federal, state and local legislation and regulations.
- Considerable knowledge of computer hardware and peripherals to maintain records, reports and database information.
- Considerable knowledge of software programs related to industrial automation and control and database management.
- Good knowledge of safe working practices and procedures.
- Good knowledge of supervisory techniques, standards and conduct and work performance.
- Some knowledge of regulatory and management report writing and record keeping.
- Ability to adapt approved engineering methods and standards to the design and construction of process control systems.
- Ability to interpret applicable federal, state, local, and City laws, rules and regulations.
- Good knowledge of federal and state legislation, and regulations on water treatment
- Some knowledge of operator certification requirements.
- Ability to interpret federal, state, and ground water treatment laws, rules and regulations.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or a General Education Development (GED), plus five

(5) years of experience in inspecting, testing and repairing electronic tele-metering and process control systems for water and wastewater facilities.

Licenses and Certifications:

- Valid Texas Class "C" Driver's License or equivalent from another state.

Special Requirements:

- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head

OFFICIAL